



County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

June 28, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF AGREEMENT WITH HOMEBOY INDUSTRIES
(ALL DISTRICTS AFFECTED) (3 VOTES)**

SUBJECT

This action is to request approval of the Social Program Agreement with Homeboy Industries to provide tattoo removal, job development, and re-entry services to high-risk/high-need probationers and at-risk individuals between the ages of 14 - 30 throughout the County of Los Angeles.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the Social Program Agreement for the allocation of funding by the County of Los Angeles to benefit Homeboy Industries.
2. Instruct the Mayor to execute the attached Social Program Agreement with Homeboy Industries in the amount of \$1,338,000 effective July 1, 2011 through June 30, 2012.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to prepare high-risk/high-need youth for progressively increased responsibility and freedom in the community, facilitate high-risk offender community interaction and involvement, enhance employment opportunities, and create an environment for positive community involvement.

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#20 JUN 28, 2011

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness by improving the efficiency, quality, and responsiveness of County services to all residents. This Social Program Agreement (Agreement) will support the programs and services Homeboy Industries offers, which are assisting at-risk and formerly gang-involved youth to become positive and contributing members of society through job placement, training, and education.

FISCAL IMPACT/FINANCING

Sufficient funding for this Agreement is included in the Fiscal Year 2011-12 Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Homeboy Industries is a private, non-profit 501(c) 3 organization established in 2001 to address the needs of the community by providing:

- Individualized Strength and Needs Assessments
- Case Planning and Goal Setting
- Tattoo Removal
- Job Development
- Employment/Vocational Retention Support
- Mental Health
- Legal Services
- Job Readiness Curriculum

Pursuant to California Government Code Section 26227, the Board of Supervisors may expend money to fund non-County programs that are deemed to be necessary to meet the social needs of its residents. The Agreement with Homeboy Industries meets the social needs of the County of Los Angeles residents by enabling young people to redirect their lives and provide them with hope for the future.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The allocation to Homeboy Industries will be used for the direct support of social service programs offered to probation youth. The following are examples of the programs and services from which the County of Los Angeles will benefit:

- Case Management – offers the development of a detailed educational and vocational case plan in collaboration with the participant and caretaker.

- Community Service – offers placement for community service so that young women and men can complete their probation requirements.
- Educational Services – offers participation in educational programs that strengthen education, financial management, and business and life skills.
- Employment Services – offers job readiness training and job placement services.
- Legal Services – offers on-site legal services to address obstacles that can interfere with successful employment.
- Mental Health Counseling – offers mental health, substance abuse, domestic violence, and psychiatrist services.
- Tattoo Removal – offers tattoo removal services.

CONCLUSION

Please return two adopted copies of the Agreement to the Chief Executive Officer, Public Safety Cluster. The original Board executed copy should be retained for your files.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:JAW:SW:cc

Attachments (4)

c: Executive Office, Board of Supervisors
Auditor-Controller
County Counsel
Probation

SOCIAL PROGRAM AGREEMENT

Contract No. AO-11-013

Fiscal Year 2011-12

Name of Organization: Homeboy Industries

Address: 130 W. Bruno Street, Los Angeles, CA 90012

Contract Executive: Father Gregory J. Boyle, S.J. **Telephone No.:** (323) 526-1254

Status of Organization: Profit [] Non Profit [xx]

Name, Location, Description of Program:

Homeboy Industries is a private, non-profit 501(c)3 organization established in 2000 with the mission to assist at-risk and formerly gang-involved youth to become positive and contributing members of society through job placement, training and education. Homeboy Industries addresses the needs of the Los Angeles County residents through:

- Individualized strength and needs assessments;
- Case planning and goal setting;
- Tattoo removal;
- Job Development; and
- Employment/Vocation retention support.

The allocation to Homeboy Industries shall be used for the direct support of social service programs offered to self-referred participants, COUNTY-referred Probationers, and anyone at risk for removal from the community or returning to the COUNTY camps, halls, or jails between the ages of 14 - 30. The following are examples of the programs and services from which Los Angeles County will benefit:

- Case Management – offers the development of a detailed educational and vocational case plan in collaboration with the participant and caretaker.
- Community Service – offers placement for community service so that young women and men can complete their probation requirements.
- Educational Services – offers participation in educational programs that strengthen education, financial management and business and life skills.
- Employment Services – offers job readiness training and job placement services.
- Legal Services – offers on-site legal services to address obstacles that can interfere with successful employment.
- Mental Health Counseling – offers mental health, substance abuse, domestic violence, and psychiatrist services.
- Tattoo Removal – offers tattoo removal services.

Upon receipt of the funding, the County will be afforded an opportunity to provide advisory input and commentary as to the commitment of County funding in the efforts of the Homeboy Industries program initiatives.

Contract Period: 07/01/2011 – 06/30/2012 **Grant Amount:** \$1,338,000

Total Proposed Expenditures:

1) Personnel Costs: \$1,338,000 **2) Non-Personnel Costs:** _____

County Department: Chief Executive Office

County Contact Person: Sheila Williams **Telephone No:** (213) 974-1155

77571

Contractor verifies that:

- I have the power to execute this contract.
- I have read the attached Terms and Conditions and agree thereto.
- Financial and program records will be maintained for 3 years.
- A report on the results of this project and the expenditures will be made within 60 days of the termination of this Agreement.
- These funds will be used for the program specified above and any unused funds will be returned at the end of the contract period.

Gregory B. [Signature] Exec Dir. 6/21/11
Contractor Signature Title Date

COUNTY OF LOS ANGELES

Pursuant to Government Code Sections 23005, and 26227, and an adopted Resolution by the Board of Supervisors:

By Mike Antonovich
MICHAEL D. ANTONOVICH
Mayor, Board of Supervisors



ATTEST: SACHI A. HAMAI
EXECUTIVE OFFICER
CLERK OF THE BOARD OF SUPERVISOR

By [Signature], Deputy

APPROVED AS TO FORM:

ANDREA SHERIDAN ORDIN
County Counsel

By [Signature]
DEPUTY

I hereby certify that pursuant to
Section 25103 of the Government Code,
delivery of this document has been made

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By [Signature]
Deputy

77571

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

20 JUN 28 2011

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**SOCIAL PROGRAM AGREEMENT
TERMS AND CONDITIONS**

1. COMPENSATION

The COUNTY shall compensate the CONTRACTOR payable upon presentation of an invoice.

2. INDEPENDENT CONTRACTOR

The CONTRACTOR shall perform all services included in this Agreement in an independent capacity and neither CONTRACTOR nor CONTRACTOR'S employees shall be considered as employees of the COUNTY. This Agreement is by and between the CONTRACTOR and the COUNTY and is not intended, and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association, between the COUNTY and the CONTRACTOR.

3. ENTIRE AGREEMENT

This document and Exhibit A – Statement of Work which is attached to and form a part of this Contract, constitutes the entire Agreement between the COUNTY and the CONTRACTOR for services to be performed. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibit, such conflict or inconsistency shall be resolved by giving precedence first to the Contract and then to the Exhibit.

4. ASSIGNMENTS AND SUBCONTRACTS

The CONTRACTOR may enter into subcontracts for performance of portions of this Agreement only upon receipt of prior written consent of the County Department Director or his/her designee. All appropriate provisions and requirements of this Agreement shall apply to the sub-agreement. The CONTRACTOR shall be held responsible by the COUNTY for performance of any sub-contractor.

5. INDEMNIFICATION

CONTRACTOR agrees to indemnify, defend and hold harmless the COUNTY, their agents, officers and employees from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, including, but not limited to bodily injury, death, personal injury, or property damage arising from or connected with CONTRACTOR'S operations or services hereunder, including any workers' compensation suits, Federal Fair Labor Standards Act wage and hour law violations, liability, or expense, arising from or connected with services performed by or on behalf of CONTRACTOR by any person pursuant to this Agreement.

6. INSURANCE

Without limiting CONTRACTORS indemnification of COUNTY, the CONTRACTOR shall provide and maintain at its own expense during the term of this agreement the following program(s) of insurance covering its operations hereunder. Such insurance shall be provided by insurer(s) satisfactory to the COUNTY'S Risk Manager and evidence of such programs satisfactory to the COUNTY shall be delivered to County Contact Person on or before the effective date of this Agreement. Such evidence shall specifically identify this Agreement and shall contain express conditions that COUNTY is to be given written notice at least thirty (30) days in advance of any modification or termination of any program of insurance. All such insurance, except for Workers' Compensation, shall be primary to and not contributing with any other insurance or self-insurance coverage maintained by County and shall name the County of Los Angeles as an additional insured.

A. Commercial General and Auto Liability:

with limits of not less than \$1 million per occurrence.

B. Workers' Compensation:

A program of Workers' Compensation Insurance in an amount and form to meet all applicable requirements of the Labor Code of the State of California, and which specifically covers all persons providing services by or on behalf of CONTRACTOR and all risks to such persons under this Agreement, and including Employers' Liability coverage with a \$1million per limit.

C. Sexual Misconduct Liability

Insurance covering actual or alleged claims for sexual misconduct and /or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation,

supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of sexual nature.

D. Professional Liability/Errors and Omissions

Insurance covering Contractor's liability arising from or related to this Contract, with limits of not less than \$1 million per claim and \$2 million aggregate. Further Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following this Agreement's expiration, termination or cancellation.

C. Crime Insurance:

A comprehensive blanket crime insurance policy with each insuring agreement in an amount not less than \$25,000, insuring against loss of money, securities, or other property referred to hereunder which may result from:

- (1) Dishonesty or fraudulent acts of officers, directors, or employees of CONTRACTOR, or
- (2) Disappearance, destruction or wrongful abstraction inside or outside the premises or CONTRACTOR, while in the care, custody or control of the CONTRACTOR, or
- (3) Sustained through forgery or direction to pay a certain sum in money.

D. Property Coverage:

If, under the terms of this agreement, CONTRACTOR shall have possession of rented or leased or be loaned any COUNTY-owned real or personal property, CONTRACTOR shall provide:

- (1) Real Property: insurance providing Special form ("all risk") coverage for the full replacement value.
- (2) Personal Property: Insurance providing Special form ("all risk") coverage for the actual cash value.

7. RECORDS RETENTION AND INSPECTION

Within ten (10) days of County Department Director's or his/her designee's written request, CONTRACTOR shall allow COUNTY access to financial and program records during regular business hours at any place CONTRACTOR keeps those records.

8. CONFLICT OF INTEREST

CONTRACTOR covenants that neither the CONTRACTOR nor any of it agents, officers, its employees, or sub-contractors who presently exercise any function of responsibility in connection with the program has personal interest, direct or indirect, in the Agreement, except to the extent he may receive compensation for his or her performance pursuant to this Agreement.

CONTRACTOR, its agents, officers, employees, and sub-contractors shall comply with all applicable Federal, State and County laws and regulations governing conflict of interest.

9. ASSURANCES

The CONTRACTOR gives and certifies with respect to the program that it will comply with Federal OMB Circulars A-102, A-110, A-112, A-128, and A-133 as they apply to the CONTRACTOR.

The CONTRACTOR further assures that:

A. Authority:

It possesses legal authority to execute the proposed program, that a resolution, motion, or similar action has been fully adopted or passed, as an official act of the CONTRACTOR'S governing body, authorizing receipt of the funds, and directing and designating the authorized representative(s) of the CONTRACTOR to act in connection with the program specified and to provide such additional information as may be required by the COUNTY.

B. Civil Rights:

CONTRACTOR shall abide by the provisions of the Title VI and VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Sections 2000e (17), (P.L. 88-353), and applicable Federal and State laws, rules and regulations prohibiting discrimination under any program activity or employment for which CONTRACTOR received funding under this Agreement. Any subcontracts awarded by CONTRACTOR shall

**SOCIAL PROGRAM AGREEMENT
TERMS AND CONDITIONS**

contain this provision.

C. Prohibited Actions:

CONTRACTOR agrees not to engage in or permit any religious proselytizing or political propagandizing in connection with the performance of this Agreement. The CONTRACTOR agrees to comply with the provision of the Federal Hatch Act and with Section 675e of Subtitle B of Title VI of Public Law 97-35, as amended, which limits political activity of employees, and with Public Law 101-121 (31 U.S.C. Section 1352) which prohibits use of Federal funds to influence the award of Federal contracts or grants.

D. OSHA/CAL-OSHA Compliance:

CONTRACTOR shall comply with the provisions of the Occupational Safety and Health Act of 1970 (29 U.S.C. 661 et seq.) and the California Occupational Safety and Health Act (Chapter 993 of the 1973 Statutes of California).

10. SUSPENSION AND TERMINATIONS

The CONTRACTOR agrees to suspend program operations for a period not to exceed sixty (60) working days effective immediately upon written notice of suspension from the County Project Director. This provision will be applied if, in the judgement of the County Project Director, circumstances exist which could result in illegal or inappropriate expenditures of program funds. Either party may terminate this agreement, or any part hereof by giving fifteen (15) days notice to the other.

The County Department Director or his/her designee may terminate this Agreement immediately by written notice to the CONTRACTOR upon CONTRACTOR'S failure to comply with the provisions of this Agreement. It is also understood and agreed, however, that should the COUNTY determine that CONTRACTOR'S failure to perform relates to only part of the services CONTRACTOR is performing, the COUNTY, in its sole discretion, may elect to terminate only that part of the Agreement which shall in no way void or invalidate the rest of this Agreement. In the event of termination of all or part of this Agreement, COUNTY shall pay to CONTRACTOR for all allowable budgeted costs actually incurred by CONTRACTOR prior to the effective date of such termination less payments paid by COUNTY for such services.

If this Agreement is terminated, CONTRACTOR shall within five (5) days of receipt of notice of termination from COUNTY, notify all other parties who are subcontractors of the CONTRACTOR of such termination.

Payment shall be made upon the filing with the COUNTY, by CONTRACTOR, of a voucher(s) evidencing the time expended and the cost incurred. Said vouchers must be filed with the COUNTY thirty (30) days of date of said termination.

11. FAIR LABOR

CONTRACTOR agrees to indemnify, defend, and hold harmless the COUNTY, its agents, officers and employees from any and all liability including, but not limited to, wages, overtime pay liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law violation including, but not limited to, Federal Fair Labor Standards Act for services performed by the CONTRACTOR'S employees for which the COUNTY may be found jointly or solely liable.

12. CITIZENSHIP

CONTRACTOR warrants that it fully complies with all laws regarding employment of aliens and others, and that all its employees performing services hereunder meet citizenship or alien status requirements contained in Federal statutes and regulations. CONTRACTOR shall indemnify, defend and hold harmless, the COUNTY, its officers and employees from employer sanctions and any other liability which may be assessed against the CONTRACTOR or COUNTY, or both, in connection with any alleged violation of Federal statutes or regulations pertaining to the eligibility for employment of persons performing services under this agreement.

13. COUNTY LOBBYISTS

CONTRACTOR and each COUNTY lobbyist or COUNTY lobbying firm as defined in Los Angeles County Code Section 2.160.010, retained by CONTRACTOR, shall fully comply with the County Lobbyist Ordinance, Los Angeles County Code chapter 2.160. Failure on the part of CONTRACTOR or any COUNTY lobbyist or COUNTY lobbying firm retained by CONTRACTOR to fully comply with the County Lobbyist Ordinance shall constitute a material breach of this

Agreement upon which COUNTY may immediately terminate or suspend this Agreement.

14. USE OF RECYCLED PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at County landfills, CONTRACTOR agrees to use recycled-content paper to the maximum extent possible on the Project.

15. NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

CONTRACTOR shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.

16. CONSIDERATION OF GAIN PROGRAM PARTICIPANTS FOR EMPLOYMENT

Should CONTRACTOR require additional or replacement personnel after the effective date of this Agreement, CONTRACTOR shall give consideration for any such employment openings to participants in the COUNTY'S Department of Public Social Services' Greater Avenues for Independence (GAIN) Program who meet the CONTRACTOR'S minimum qualifications for the open position. The COUNTY will refer GAIN participants by job category to the CONTRACTOR.

17. CONTRACTOR'S ACKNOWLEDGMENT OF COUNTY'S COMMITMENT TO CHILD SUPPORT ENFORCEMENT

CONTRACTOR acknowledges that COUNTY places a high priority on the enforcement of child support laws and the apprehension of child support evaders. CONTRACTOR understands that it is COUNTY'S policy to encourage all COUNTY contractors to voluntarily post COUNTY'S "L.A.'s Most Wanted: Delinquent Parents" poster in a prominent position at CONTRACTOR'S place of business. COUNTY'S District Attorney will supply CONTRACTOR with the poster to be used.

18. TERMINATION FOR DEFAULT

Services performed under this Agreement may be terminated immediately in whole or in part by COUNTY by providing to CONTRACTOR a written Notice of Default if 1) CONTRACTOR fails to perform the services within the time specified in this Agreement or any extensions approved by COUNTY, 2) CONTRACTOR fails to perform any other covenant or conditions of this Agreement, or 3) CONTRACTOR fails to make progress so as to endanger its performance under this Agreement.

In its sole discretion, COUNTY may include in the Notice of Default a period of time for CONTRACTOR to cure the Default(s).

Without limitation of any additional rights or remedies to which it may be entitled, if COUNTY terminates all or part of the services because of CONTRACTOR'S Default, COUNTY, in its sole discretion, may procure replacement services, as determined by COUNTY at its sole discretion.

19. TERMINATION FOR IMPROPER CONSIDERATION

County may, by written notice to CONTRACTOR, immediately terminate the right of CONTRACTOR to proceed under this Agreement if it is found that consideration, in any form, was offered or given by CONTRACTOR, either directly or through an intermediary, to any County officer, employee or agent with the intent of securing the Agreement or securing favorable treatment with respect to the award, amendment or extension of the Agreement or the making of any determinations with respect to the CONTRACTOR'S performance pursuant to the Agreement. In the event of such termination, COUNTY shall be entitled to pursue the same remedies against CONTRACTOR as it could pursue in the event of default by the CONTRACTOR. CONTRACTOR shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (213) 974-0914 or (800) 544-6861. Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

**SOCIAL PROGRAM AGREEMENT
TERMS AND CONDITIONS**

20. TERMINATION FOR CONVENIENCE OF THE COUNTY

Performance of services under this Agreement may be terminated by COUNTY in whole or in part when such action is deemed by COUNTY to be in its best interest. Termination of work shall be effected by delivery to CONTRACTOR of a ten (10) calendar day prior written Notice of Termination specifying the extent to which the performance work is terminated and the date upon which such termination becomes effective.

21. CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

CONTRACTOR acknowledges that COUNTY has established a goal of ensuring that all individuals and businesses that benefit financially from COUNTY through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon COUNTY taxpayers. Unless CONTRACTOR qualifies for an exemption or exclusion, CONTRACTOR warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

22. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of CONTRACTOR to maintain compliance with the requirements set forth in Paragraph 21 "CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM" shall constitute default under the contract. Without limiting the rights and remedies available to COUNTY under any other provision of this contract, failure of CONTRACTOR to cure such default within 10 days of notice shall be grounds upon which COUNTY may terminate the contract and/or pursue debarment of CONTRACTOR, pursuant to County Code Chapter 2.206.

23. NOTICES

Notices will be sent to the CONTRACTOR addressed as follows:

HOMEBOY INDUSTRIES
130 West Bruno Street
Los Angeles, CA 90012
Attention: Father Gregory Boyle, Executive Director
(323) 526-1254

Notices, performance and fiscal reports shall be sent to the COUNTY as follows:

CHIEF EXECUTIVE OFFICE
County of Los Angeles
500 West Temple Street, Room 754
Attention: Sheila Williams, Manager, CEO
(213) 974-1155

EXHIBIT A

STATEMENT OF WORK

TABLE OF CONTENTS

SECTION	TITLE	PAGE
1.0	SCOPE OF WORK	1
2.0	SPECIFIC TASKS	2
3.0	QUALITY CONTROL	8
4.0	QUALITY ASSURANCE PLAN	10
5.0	DEFINITIONS	11
6.0	RESPONSIBILITIES	13
	<u>COUNTY</u>	
6.1	Personnel	13
6.2	Furnished Items	13
	<u>CONTRACTOR</u>	
6.3	Project Director	13
6.4	Other Contractor Personnel	14
6.5	Contractor Furnished Items	16
6.6	Contractor's Office	16
7.0	HOURS/DAYS OF WORK	17
8.0	UNSCHEDULED WORK	17
9.0	PERFORMANCE REQUIREMENTS SUMMARY	17

APPENDICES

- A. HOMEBOY INDUSTRIES RE-ENTRY GRANT
- B. EVALUATION OVERVIEW
- C. CONTRACT DISCREPANCY REPORT
- D. PERFORMANCE REQUIREMENTS SUMMARY CHART

EXHIBIT A
STATEMENT OF WORK

1.0 SCOPE OF WORK

1.1 Homeboy Industries (HBI) is a gang intervention organization which assists at risk, recently released, and formerly gang involved and affiliated youth, and emerging adults to become contributing members of the community through a variety of services in response to their multiple needs. Programs including counseling, education, tattoo removal, job training, and job placement enable young people to redirect their lives and provide them with hope for their futures. HBI focuses on active and former gang members seeking to leave gang life, youth returning to the community from confinement, probationers and parolees, and gang affiliated/at-risk youth.

1.2 The County of Los Angeles (COUNTY) has agreed to pilot program with HBI. During the 9.5 month term of the agreement, HBI shall hire 20 trainees and provide services to 665 self-referred participants, COUNTY referred probationers, and anyone at risk for removal from the community or returning to the COUNTY camps, halls, or jails between the ages of 14 - 30. These services are intended to prepare participants for re-entry into the community and ultimately reduce re-incarceration.

HBI shall make available the following services and any additional services they deem necessary for the success of the participant:

- Individualized Strengths and Needs Assessment
- Case Planning and Goal Setting
- Tattoo Removal
- Job Development and Employment/Vocational Retention Support Services
- Mental Health
- Legal Services
- Job Readiness Curriculum

1.3 The COUNTY will reimburse HBI \$111,500 on a monthly basis over a 12-month period which includes a maximum of 15 percent (15%) of the total Contract amount for administrative costs.

1.4 For COUNTY referred probationers and HBI trainees, HBI shall provide Individualized Strengths and Needs Assessment and Case Planning and Goal Setting, in addition to the aforementioned supportive services. For COUNTY-referred participants, unless these services are being sought, they will not be automatically provided.

- 1.5 For each COUNTY referred probationer, COUNTY staff will provide HBI with a referral form containing the probationer's identification information and recommended services. HBI will conduct the Individualized Strengths and Needs Assessment for each probationer. HBI will inform the COUNTY of the services that will be provided.

2.0 SPECIFIC TASKS

To meet the stated objectives, HBI shall make available the following services they deem necessary to prevent re-incarceration.

2.1 Individualized Strengths and Needs Assessment

2.1.1 This specific service will only be provided to COUNTY referred probationers and HBI trainees. At a minimum, the assessment instrument shall identify the participant's:

- Traits (characteristics, behavior, personality)
- Strengths/Weaknesses (as they relate to employability)
- Skills (education/employment history)
- Special Needs and Interests (goals/other)

2.1.2 The assessment instrument shall:

- Be appropriate for the target population.
- Be interpreted correctly and integrated with other knowledge about the participant, including gender-specific service needs.
- Result in a public or charter high school, work/vocational case plan for all participants.

2.1.3 Program participants shall be assessed by staff that are properly trained and experienced in utilizing assessment techniques and instruments.

2.1.4 HBI shall send the initial assessment by fax or by email to the referring COUNTY representative.

2.1.5 COUNTY referred probationers and HBI trainees shall have a case file with documentation of services provided, with the exception of Mental Health. All case files related to COUNTY referrals shall be made available for viewing only on a reasonable basis. At a minimum, case files shall include the following:

- Referral Form
- Assessment
- HBI Service Plan
- Sign-in sheet for MTA pass or bus tokens
- Copy of valid identification

2.2 Case Planning and Goal Setting

2.2.1 The vocational service plan shall include the following:

- Referral Form
- Assessment
- Work/Vocation Plan
- Progress Notes
- Sign-in sheet for MTA passes or bus tokens
- Specific services to be provided
- Name and location of vocational/job readiness services
- Dates and times of vocational services
- Estimated completion date of services
- Outline of long and short-term employment goals
- List of recommended remedial services needed
- The method of transportation the participant will utilize to receive services

2.2.2 HBI shall send the Vocational Service Plan by fax or by email to the referring COUNTY representative.

2.2.3 For COUNTY referred probationers, HBI will notify COUNTY of participant progress on a monthly and/or as needed basis.

2.2.4 HBI may be required to provide participants with MTA passes or bus tokens for travel to and from locations associated with job search and interviews, and related to needs stated in Case Planning and Goal Setting plan.

2.2.5 For COUNTY referred probationers and HBI trainees, a case file with documentation of services provided will be kept. With the exception of Mental Health, all case files related to COUNTY referrals shall be made available for viewing only on a reasonable basis. HBI shall complete and monitor a detailed vocational service plan in collaboration with the participant.

2.2.6 For COUNTY referred probationers and HBI trainees, HBI shall have the following outcomes for Case Planning and Goal Setting services:

- Ninety percent (90%) of the eligible participants shall receive a service plan and/or job readiness/vocational plan with short and long term goals.

2.3 Job Readiness Curriculum

2.3.1 HBI Job Developers shall provide job readiness training, including enrollment in the Job Readiness curriculum that provides life skills and offers academic programs. Academic programs include General Education Development preparation and the Learning Works! Charter High School for youth under age 20. Life skills

program includes more than 30 classes a month in computer training, life skills, personal development, basic finances and budgeting, household management, general writing classes, resume writing and interview skills classes.

2.3.2 The job readiness service plan shall include the following:

- Referral (if applicable)
- Intake Form
- Class Schedule
- Progress Report
- Court Mandated Referrals

2.3.3 For COUNTY referred probationers and HBI trainees, HBI shall have the following outcomes for Job Readiness Curriculum:

- Ninety percent (90%) of eligible participants shall receive job readiness curriculum.

2.4 Job Development, Employment/Vocational Retention/Support Services

2.4.1 HBI shall provide job placement services.

2.4.2 Job Developers will provide client advocacy and assistance with job searches.

2.4.3 For COUNTY referred probationers, HBI will notify COUNTY of participant progress on a monthly and/or as needed basis.

2.4.4 Only COUNTY referred probationers or HBI trainees shall have a case file with documentation of services by Job Development. All case files shall be made available for viewing only on a reasonable basis. At a minimum, case files shall include the following:

- Referral Form
- Status Form
- Strengths/Weaknesses (as they relate to employability)
- Skills (education/employment history)
- Special Needs and Interests (goals/other)
- Progress Notes
- Sign-in sheet for MTA passes or bus tokens
- Work permit if under 18, if applicable

2.4.5 HBI will provide up to 200 participants with a voucher to help purchase clothing for job interviews and MTA passes or tokens for travel to and from locations associated with job interviews.

2.4.6 Job placement is defined as a participant's direct placement with an employer on a full or part-time basis.

2.4.7 Full-time, for the purposes of this document, is defined as being employed for a minimum of 32 hours per week.

2.4.8 HBI will provide retention support services that include the following:

- The attempt to make monthly contact with participant in person, email, or phone.
- The attempt to follow-up with participant's employer on a monthly basis.

2.4.9 For COUNTY referred probationers and HBI trainees, HBI shall have the following outcomes for Job Development/ Employment/Vocation Retention and Support Services:

- Ninety percent (90%) of eligible participants shall receive Job Development, Employment/Vocational Retention and Support Services.

2.5 Tattoo Removal

2.5.1 HBI shall provide 665 tattoo removal treatments to self-referred participants and COUNTY referred probationers, anyone at risk for removal from the community or at risk of returning to the COUNTY camps, halls, or jails. These treatments shall be provided by appointment or walk-in basis.

2.5.2 Tattoo removal services shall be provided by a licensed Medical Physician, Physician's Assistant, or Registered Nurse.

2.5.3 The licensed professionals aforementioned will determine the amount of treatments per session and their frequency.

2.6 Mental Health

HBI Mental Health therapists shall provide individual, family, and group therapy, including Relationship Building, Grief and Loss, and Parenting classes. By providing these services in the safe and supportive environment of HBI, they are reducing the stigma often attached to mental health support in this community while also making the services more accessible and enhancing employment readiness.

2.6.1 All participants shall have a case file with documentation of services provided. However, due to Health Insurance Portability and Accountability Act compliance, case files are not viewable unless a Client Release Form is signed. At a minimum, case files shall include the following:

- Referral Form
- Identity Information
- Assessment Forms and Scales
- Treatment Planning
- Progress Notes
- Psychiatry Notes (if applicable)

2.6.2 For COUNTY referred probationers and HBI trainees, HBI shall have the following outcome for Mental Health:

- Ninety percent (90%) of eligible participants shall receive Mental Health services.

2.7 Legal Services

HBI Legal Services Program assists, educates, and empowers former gang members, at-risk youth, their families, and their communities to overcome their legal obstacles to gainful employment and economic stability. The program seeks to enhance the “legal health” of the community by providing legal information and guidance in a self-help format to solve legal problems and prevent them from getting worse.

2.7.1 All participants shall have a case file with documentation of services provided. Due to confidentiality, COUNTY will have limited access to COUNTY referred participants legal files, unless there is a Client Release Form. At a minimum, case files shall include the following:

- Referral Form (if applicable)
- Intake Form
- Attorney Work Product
- Progress Notes

2.7.2 Legal Services will refer participants to other legal service providers based on their needs.

2.7.3 Ongoing workshops will be provided to address expungements, employment rights, and family law issues.

2.7.4 For COUNTY referred probationers and HBI trainees, HBI shall have the following outcomes for Legal Services:

- Ninety percent (90%) of eligible participants shall receive Legal Services.

2.8 Additional Requirements

HBI shall attend meetings and provide monthly reports for services provided.

2.8.1 HBI shall produce at the end of each month informational reports that indicate the level and type of services rendered for COUNTY referred probationers.

2.8.2 HBI shall provide COUNTY, on a reasonable basis, with data relative to COUNTY referred program performance.

2.9 Qualifications of Personnel

2.9.1 To meet the stated goals of the program, HBI shall maintain professional staff with appropriate experience with a minimum of

two (2) years experience working with at-risk or probation participants who will:

- Receive regular supervision relevant to the services they are expected to provide.
- Receive proper training in the theory and practice of interventions employed by HBI program.
- Receive and be familiar with HBI's ethical guidelines or code of ethics for staff. Guidelines shall guide staff interactions with participants, ensure that staff understands their roles, and establish appropriate boundaries with clients.

2.9.2 The Project Director assigned to the contract shall:

- Hold a Master's degree in education, criminal justice, administration of justice, psychology, sociology, or a related field.
- Have a minimum of five (5) years experience within the last three (3) years providing gang intervention services.
- Be directly involved in the hiring of staff who will deliver the contracted services.
- Be directly involved in supervising the staff responsible for service delivery. This shall include conducting staff meetings, and observing and reviewing/supervising staff.
- Maintain documentation demonstrating that the contracted services are self-evaluated basis through contract term. Maintain documentation of evidence-based practices supporting the HBI'S program and service delivery methods.
- Participate in COUNTY discussion and/or audits (i.e., CPAI, CPC) intended to identify strengths and weaknesses in the delivery of contracted services.

2.9.3 HBI shall hold bi-monthly staff meetings that will include discussions regarding procedural matters such as, but not limited to, new intakes, case reviews, and programming issues.

3.0 QUALITY CONTROL

HBI shall establish and maintain a Quality Control Plan to assure that the requirements of the contract are met. The plan shall be submitted as part of the proposal. An updated copy must be provided to the COUNTY Contract Manager within two (2) weeks of the contract start date and as changes occur review and shall include, but not be limited to, the following:

3.1 An inspection system covering all the services listed on Appendix D. The summary must specify the activities to be inspected on either a scheduled or unscheduled basis, how often the inspections will be accomplished, and the title of the individual(s) who will perform the inspection.

- 3.2 The methods for identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable.
- 3.3 A file of all inspections conducted by HBI and, if necessary, the corrective action taken. This documentation shall be made available as requested by COUNTY during the term of the contract as set forth in Record Retention and Inspection.
- 3.4 The methods for ensuring uninterrupted service to the Probation Department in the event of a strike of the COUNTY's or HBI employees or any other unusual occurrence (i.e., power loss or natural disaster) which would result in HBI being unable to perform the contracted work.
- 3.5 The methods for assuring that confidentiality of adult and juvenile records is maintained while in the care of HBI's employees
- 3.6 The methods for maintaining security of records, and the methods for preventing the loss or destruction of data.

4.0 QUALITY ASSURANCE PLAN

The COUNTY or its agent will evaluate HBI performance under this contract on not less than an annual basis. Such evaluation will include assessing HBI's compliance with all contract terms and performance standards. HBI's deficiencies which COUNTY determines are severe or continuing and that may place performance of the contract in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the COUNTY and HBI. If improvement does not occur consistent with the corrective action measures, COUNTY may terminate this contract or impose other penalties as specified in this contract.

The COUNTY will evaluate HBI performance under this contract using the quality assurance procedures specified in Appendix D or other such procedures as may be necessary to ascertain HBI compliance with this contract.

- 4.1 Performance Evaluation Meetings - The COUNTY Contract Manager may meet weekly with the HBI's Project Director during the first three (3) months of the contract, if COUNTY Contract Manager finds it necessary. However, a meeting will be held whenever an Appendix C is issued. A mutual effort will be made to resolve all problems identified. Whenever meetings are held, the written minutes taken by COUNTY personnel and shall be signed by the COUNTY Contract Manager and HBI's Project Director. Should HBI not concur with the minutes, HBI shall state in writing to the COUNTY Contract Manager within five (5) business days of receipt of the signed minutes any areas wherein HBI does not concur.
- 4.2 After the first three (3) months of operation, regular performance evaluation meetings shall be held monthly in accordance with a mutually agreed upon schedule, or as required by COUNTY.

- 4.3 Contract Discrepancy Report (Appendix C) - Verbal notification of a contract discrepancy will be made to the COUNTY Contract Manager as soon as possible whenever a contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the COUNTY and HBI.

The COUNTY Contract Manager will determine whether a formal Contract Discrepancy Report shall be issued. Upon receipt of this document, HBI is required to respond in writing to the COUNTY Contract Manger within five (5) workdays, acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the Contract Discrepancy Report shall be submitted to the COUNTY Contract Manager within ten (10) workdays.

5.0 DEFINITIONS

- 5.1 Acceptable Quality Level (AQL) - A measure to express the leeway or variance from a standard before the Probation Department can apply damages as specified in Appendix D. An AQL does not imply that the HBI(s) may knowingly perform in a defective way. It implies that the Probation Department recognizes that defective performance sometimes happens unintentionally. It is required that the HBI(s) correct all defects whenever possible. A variance from the AQL can result in a credit to the Probation Department against the monthly charge for HBI's service.
- 5.2 Contract Discrepancy Report (Appendix C) - A report prepared by the Quality Assurance Evaluator to inform HBI(s) of faulty service. Appendix C requires a response from HBI(s) explaining the problem and outlining the remedial action being taken to resolve the problem within five (5) business days after receipt of Appendix C.
- 5.3 COUNTY Contract Manager - The Probation Department representative responsible for daily management of contract operation.
- 5.4 Contract Start Date - The date HBI(s) begins work (start of the basic contract period) in accordance with the terms of the contract.
- 5.5 HBI Project Director - HBI's officer or employee responsible for administering the contract after contract award.
- 5.6 Enforcement - The COUNTY Contract Manager shall be responsible for the enforcement of this contract on behalf of the COUNTY and shall be assisted by those officers and employees of the COUNTY having duties in connection with the administration thereof.
- 5.7 Performance Requirements Summary (Appendix D) - The statement that identifies the key performance indicators of the contract which will be evaluated by the COUNTY to ensure contract performance standards are met by HBI(s).

- 5.8 Quality Assurance Evaluator - The Probation Department employee responsible for monitoring HBI's compliance with the contract.
- 5.9 Quality Assurance Plan - The plan developed by the Probation Department, specifically to monitor contract compliance with the elements listed in Appendix D).
- 5.10 Quality Control Program - All necessary measures taken by HBI to assure that the quality of service will meet the contract requirements regarding security, accuracy, timeliness, appearance, completeness, consistency, and conformity to the requirements set forth in the Performance Work Statement.
- 5.11 Random Sample - A sampling method where each item in a lot has an equal chance of being selected.
- 5.12 User Complaint Report - A report prepared by the Probation Department in order to inform the Quality Assurance Evaluator of incidents involving faulty performance by HBI.
- 5.13 Workday - Workdays are Monday through Friday.

6.0 RESPONSIBILITIES

The COUNTY's and HBI's responsibilities are as follows:

COUNTY

- 6.1 COUNTY Contract Manager - Specific duties will include:
- Monitoring HBI performance in the daily operation of this contract.
 - Providing direction to HBI in areas relating to policy, information, and procedural requirements.
- 6.2 Furnished Items - COUNTY shall provide HBI with no real property and/or equipment necessary to perform the services required by Exhibit A.

CONTRACTOR

- 6.3 Project Director
- 6.3.1 HBI shall provide its own full-time officer or employee as Project Director and clearly identify the person in the proposal. The Project Director or an approved alternate shall be available for telephone contact between 9:00 a.m. and 5:00 p.m., PST, Monday through Friday, excluding COUNTY holidays. The Project Director shall provide overall management and coordination of this contract and shall act as the central point of contact with the Probation Department.
- 6.3.2 When contract work is being performed at times other than described above or when the Project Director cannot be present, and with prior approval of the Program Director, an equally

responsible individual shall be designated to act for the Project Director.

- 6.3.3 Project Director shall act as a central point of contact with the COUNTY.
- 6.3.4 Project Director/alternate shall have full authority to act for HBI on all matters relating to the daily operation of the contract. Project Director/alternate shall be able to effectively communicate in English, both orally and in writing.
- 6.3.5 The Project Director shall be available during normal weekday work hours, 9:00 a.m. to 5:00 p.m., to meet with COUNTY personnel designated by the COUNTY to discuss problem areas.

6.4 Other Contractor Personnel

- 6.4.1 HBI shall be responsible for providing competent staff to fulfill the contract. COUNTY shall have the right to review potential staff prior to assignment.
- 6.4.2 HBI shall ensure that by the first day of employment, all persons with access to adult records and arrest information, and Probation Department case information have signed an acknowledgment form regarding confidentiality that meets the standards of the Probation Department for COUNTY employees having access to confidential Criminal Offender Record Information (CORI). HBI shall retain original CORI form and forward a copy to the COUNTY Contract Manager within five (5) business days of start of employment.
- 6.4.3 All personnel must be able to read, write, spell, speak, and understand English.
- 6.4.4 The COUNTY reserves the right to preclude HBI from employment or continued employment of any individual who does not clear CORI. HBI shall be responsible for immediately removing and replacing within 24 hours any employee from work on this contract, when reasonably requested to do so by the COUNTY Contract Manager.
- 6.4.5 COUNTY reserves the right to have the COUNTY Contract Manager or designated alternate interview any or all prospective employees of HBI.
- 6.4.6 Employee Criminal Records, Notice, and County Approval. HBI shall be responsible for ongoing implementation and monitoring of Sub-sections 6.4.6.1 through 6.4.6.7. If applicable, HBI shall report in writing, monitoring results to the Probation Department, indicating compliance or problem areas.
 - 6.4.6.1 No personnel employed by a subcontractor for this contract, having access to Probation Department information or records, shall have a criminal conviction

record or pending criminal trial unless such information has been fully disclosed and employment of the employee for this service is approved (in writing) by the Probation Department.

- 6.4.6.2 COUNTY reserves the right to conduct a background investigation of HBI's prospective employees prior to employment or assignment to contract duties and further reserves the right to conduct a background investigation of HBI's employees at any time and to bar such employees from working on this contract under appropriate circumstances.
- 6.4.6.3 COUNTY reserves the right to preclude HBI from employment or continued employment of any individual for this contract.
- 6.4.6.4 No personnel employed by HBI for this contract shall be on active probation or parole currently or within the last three (3) years.
- 6.4.6.5 HBI and employees of HBI shall be under a continuing obligation to disclose any prior or subsequent criminal conviction record, or pending criminal trial, to the Probation Department.
- 6.4.6.6 HBI shall submit names of employees to the COUNTY Contract Manager prior to the employees starting work on this contract. The COUNTY will schedule appointments to conduct a background investigation/record check based on fingerprints of HBI's employees, and further reserves the right to conduct a background investigation of HBI's employees at any time. HBI employees shall not begin work on this contract before receiving written notification of clearance from the COUNTY.
- 6.4.6.7 For required criminal conviction records, HBI will invoice the COUNTY a one-time fee of \$544 to cover expenses. The current amount is \$32 per record check and is subject to change by the State and/or location.

6.5 Contractor Furnished Items

HBI shall provide all personnel, equipment, and consumable supplies necessary to perform all services required by Exhibit A.

6.6 Contractor's Office

HBI shall maintain an office with a telephone in the company's name where the contractor conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, Pacific Time, by at least one employee who can respond to inquiries and complaints,

which may be received about HBI's performance of the contract. When the office is closed, HBI shall return calls received within 72 hours of receipt of the call.

7.0 HOURS/DAYS OF WORK

HBI may be required to provide services on COUNTY recognized holidays. These holidays change from year to year. The COUNTY Contract Manager will provide HBI, upon request, with a list of COUNTY holidays.

8.0 UNSCHEDULED WORK

HBI agrees that any work performed outside the scope of Exhibit A, without the prior written approval of the COUNTY, shall be deemed to be a gratuitous effort on the part of HBI, and HBI shall have no claim therefore against the COUNTY.

9.0 PERFORMANCE REQUIREMENTS SUMMARY

- 9.1 All listings of services used in the Appendix D are intended to be completely consistent with the Contract and Exhibit A, and are not meant in any case to create, extend, revise, or expand any obligation of HBI beyond that defined in the Contract and Exhibit A. In any case of apparent inconsistency between services as stated in the Contract, Exhibit A, and Appendix D, the meaning apparent in the Contract and Exhibit A will prevail. If any service seems to be created in Appendix D which is not clearly and forthrightly set forth in the Contract and Exhibit A, that apparent service will be null and void and place no requirement on HBI.
- 9.2 A standard level of performance will be required of HBI in the areas of education services. Appendix D summarizes the required services, performance standards, maximum allowable deviation from the standards, methods of surveillance to be used by the COUNTY, and liquidated damages to be imposed for unacceptable performance. The COUNTY will evaluate HBI's performance under this contract using the quality assurance procedures specified in Appendix D or other such procedures as may be necessary to ascertain HBI compliance with this contract. Failure of HBI to achieve this standard can result in an assessment of liquidated damages against HBI's monthly payment as determined by the COUNTY.
- 9.3 When HBI's performance does not conform to the requirements of this contract, the COUNTY will have the option to apply the following non-performance remedies:
 - Require HBI to implement a formal corrective action plan, subject to approval by the COUNTY. In the plan, HBI must include reasons

for the unacceptable performance, specific steps to return performance to an acceptable level, and monitoring methods to prevent recurrence.

- Reduce payment to HBI by a computed amount based on the assessment fee(s) in Appendix D.
- Reduce, suspend, or cancel this contract for systematic, deliberate misrepresentations or unacceptable levels of performance.
- Failure of HBI to comply with or satisfy the request(s) for improvement of performance or to perform the neglected work specified within ten (10) days shall constitute authorization for the COUNTY to have the service(s) performed by others. The entire cost of such work performed by others as a consequence of HBI's failure to perform said service(s), as determined by the COUNTY, shall be credited to the COUNTY on HBI's future invoice.

This section does not preclude the COUNTY'S right to terminate the contract upon 10 days written notice with or without cause, as provided for in the contract, Paragraph 20, Termination for Convenience of the COUNTY.

**L.A. County Probation
Homeboy Industries Re-entry Grant**

APPENDIX A

A. Personnel:	FTE		Monthly
Project Director	22%	\$ 17,600	\$ 1,467
Program Manager	38%	\$ 29,640	\$ 2,470
Case Manager	44%	\$ 16,474	\$ 1,373
Case Manager	44%	\$ 15,558	\$ 1,297
Case Manager	44%	\$ 22,035	\$ 1,836
Case Manager	44%	\$ 17,389	\$ 1,449
Job Developer	40%	\$ 16,800	\$ 1,400
Job Developer	40%	\$ 16,800	\$ 1,400
Job Developer	40%	\$ 8,240	\$ 687
Job Developer	40%	\$ 15,200	\$ 1,267
Curriculum Director	25%	\$ 12,710	\$ 1,059
Mental Health Therapist	20%	\$ 11,600	\$ 967
Mental Health Therapist	20%	\$ 6,240	\$ 520
Director, Mental Health Therapist	5%	\$ 3,750	\$ 313
Legal Services	30%	\$ 15,600	\$ 1,300
Sr. Navigator	23%	\$ 8,133	\$ 678
Sr. Navigator	23%	\$ 8,133	\$ 678
20 Trainee Salaries	100%	\$ 407,680	\$ 33,973
		<hr/>	<hr/>
		\$ 649,582	\$ 54,132
Employee Benefits at 26%		\$ 168,891	\$ 14,074
		<hr/>	<hr/>
		\$ 818,473	\$ 68,206
 B. Other Direct Costs:			
Tattoo Removal (665 treatments)		\$ 159,646	\$ 13,304
Gas/Mileage		\$ 6,214	\$ 518
Client Transportation (200 participants)		\$ 12,400	\$ 1,033
New Image (200 participants)		\$ 40,000	\$ 3,333
Live Scan (17 staff)*		\$ 544	\$ -
		<hr/>	<hr/>
		\$ 218,804	\$ 18,188
 C. Purchased Services:			
Drs. Jorja Leap, Ph.D., MSW and Todd Franke, Ph.D., MSW		\$ 100,000	\$ 8,333
UCLA School of Public Affairs		\$ 100,000	\$ 8,333
		<hr/>	<hr/>
		\$ 200,000	\$ 16,666
 D. Indirect Costs			
15% Administrative Fees		\$ 200,700	\$ 16,725
		<hr/>	<hr/>
		\$ 200,700	\$ 16,725
		<hr/>	<hr/>
		\$ 1,337,977	\$ 111,453

* Live scan is a one time only fee

APPENDIX B
EVALUATION OVERVIEW

APPENDIX B EVALUATION OVERVIEW

The evaluation of the Homeboy Industries (HBI) – Los Angeles County (COUNTY) Program will focus on four major outcome areas:

- (1) Individual attendance and participation
- (2) Individual retention after program assessment
- (3) Individual re-incarceration
- (4) Individual program failure

Two related outcome areas will be assessed:

- (1) Individual Referral Process
- (2) Comparative COUNTY Programs

These outcome areas will be assessed using quantitative and qualitative measures developed by the University of California Los Angeles Evaluation Team in collaboration with HBI.

In addition, this evaluation of the effectiveness of the HBI-COUNTY program, client outcomes will be compared in three more extensive ways, drawing upon the mixed methods approach used in the outcome evaluation described above. First, HBI non-COUNTY clients will be compared to COUNTY clients. Second, both groups will be compared with clients and client outcomes in two additional COUNTY programs (Juvenile and Adult Day Reporting Centers and COUNTY Anti-Gang Initiative in the four designated sites). All data requested for the two comparison programs must be provided by the COUNTY. In the quantitative study, the evaluation team will take into account baseline differences between these groups when examining outcomes. Additionally, within each group (COUNTY and non-COUNTY) differences in outcomes between males and females will be examined. Finally, information on retention and recidivism will be collected and analyzed for any possible trends.

Quantitative Data Collection Design

Measures to be used in the proposed study are listed in this section. Greater detail about each measure will be included in the final evaluation report.

Client Characteristic Data

- Demographic information

Psychosocial Functioning

Self-esteem, depression, and Post Traumatic Stress Disorder (PTSD) have all been found to be correlates with anti-social behaviors and misconduct in gang affiliated youth and adults. Therefore, we will measure each of these constructs using well-tested and established instruments.

In addition, Strength of Identification with Group Membership will also be measured. Disengagement strategies seek to encourage and help gang members break their ties with their gangs and successfully work their way into society as law-abiding citizens. Since belonging to a gang satisfies any number of social needs and since leaving a gang may require a major life adjustment, disengagement strategies must address these assorted needs while acting as a link between the person and the conventional world.

Strength of Identification with Group Membership relates to Social Identity Theory. This theory posits that a person has not one "personal self," but rather, several selves that correspond to widening circles of group membership. Different social contexts may trigger an individual to think, feel, and act on the basis of his personal, family, or national "level of self" (Tajfel and Turner, 1986). Apart from the level of self, an individual has multiple "social identities." Social identity is the individual's self-concept derived from perceived membership of social groups (Hogg & Vaughan, 2002). In other words, it is an individual-based perception of what defines the "us" associated with any internalized group membership. This can be distinguished from the notion of personal identity, which refers to self-knowledge that derives from the individual's unique attributes (retrieved 17 February, 2008. http://www.tcw.utwente.nl/theorieenoverzicht/Theory%20clusters/Interpersonal%20Communication%20and%20Relations/Social_Identity_Theory.doc/).

Psychosocial Functioning Measures

- Rosenberg's Self-esteem Scale
- Center for Epidemiologic Studies Short Depression Scale (CES-D 10).
- Clinician Administered PTSD Scale (CAPS-1)
- Strength of Identification with Group Membership (Cameron, 2004)

Positive Behaviors

Problem solving, perceived social support, and employment have all been found to be important predictors of decreases in anti-social behaviors and decreases in misconduct in gang affiliated youth and adults. Therefore, we will measure each of these constructs using well-tested and established instruments.

- Problem Solving Inventory (PSI)
- The Social Provisions Scale
- Employment status

Misconduct and (Violent and Non-Violent) Recidivism Data

- Self-report substance-use
- Self-report arrest history
- Police conviction history

HBI Service Data

Qualitative Case Study Design

This case study will offer an in-depth, longitudinal examination of the HBI-COUNTY Intervention effort and its impact on gang associated clients with the goal of offering a sharpened understanding of how, why, and with whom HBI is successful in transitioning clients as part of the re-entry process from gang and street life. For this component of the study, three methods for gathering information will be used: (1) direct observation, (2) in-depth interviews, and (3) analysis of documents and program materials.

Empirical evaluative studies that are concerned with placing a value on an intervention typically involve forming judgments about whether the outputs and outcomes of interventions are justified by their inputs and processes. Case study evaluations are valuable where broad, complex questions have to be addressed in complex circumstances. Case studies using qualitative methods are most valuable when the question being posed requires an investigation of a real life intervention in detail, where the focus is on how and why the intervention succeeds or fails, where the general context will influence the outcome, and where researchers asking the questions will have no control over events. As a result, the number of relevant variables will be far greater than can be controlled so that experimental approaches are simply not appropriate. Even where an intervention is well defined, it may not be discrete but rather, consist of a complex mix of changes that occur over different timescales. This is a pervasive problem in gang intervention studies, which are experiencing many parallel and interrelated changes. Taken together, these conditions exclude experimental approaches to studying the HBI program. The case study is an alternative approach, in effect, a different way of thinking about complex situations that takes the conditions into account, but is nevertheless rigorous and facilitates informed judgments about success or failure.

One hundred COUNTY clients and 100 non-COUNTY clients will be interviewed using a qualitative questionnaire based on the life history method. The life history method (Atkinson, 1998; Bruner, 2004) will be employed to gain an understanding of participants' individual behavior and life course trajectories. The life-history method is an alternative to empirical methods for identifying and documenting health and

behavioral patterns of individuals and groups. It allows the researcher to explore a person's micro historical (individual) experiences within a macro historical (history of the time) framework. Life-history information challenges the researcher to understand an individual's current attitudes and behaviors and how they may have been influenced by initial decisions made at another time and in another place.

Drawing upon a Grounded Theory Approach (Glaser & Strauss, 1967), findings from the larger qualitative case study and the success case study (taken together) will be used to generate optimal reentry service models that can be applied and scaled for at-risk youth, probation youth, and emerging adult populations aged 14 - 30 throughout the COUNTY.

Analysis of Quantitative and Qualitative Data

The numerous data collection approaches included in the evaluation will produce rich and complex information about HBI clients and services programs that will be applicable on a COUNTY-wide basis. These data will be both quantitative and qualitative and will address issues from different vantage points. Generally, quantitative data provide a sound basis for addressing questions of frequency and incidence (e.g., the number of youth served and the services they receive; the percentage of them who have specific characteristics; the number of them who experience positive outcomes; the prevalence of certain perceptions about the service system and the quality of services). Quantitative data also can be used to identify important relationships among factors (e.g., services received that are related to improved outcomes for HBI clients, the intensity or qualities of services/activities that are related to positive outcomes). Qualitative data (open-ended interviews, observation, results of document reviews) typically provide rich descriptions and explanations of phenomena.

Quantitative Data Analysis

Many of the data gathered in this evaluation will be quantitative. These data will be used to describe participants, activities, and the status of HBI participants, both voluntary and referred by the COUNTY. Quantitative data will be used to examine relationships among various components of the more comprehensive HBI program, including activities/services and outcomes. These data will allow for comparisons across groups of participants (COUNTY/non-COUNTY; male/female) and strategies to identify promising practices. The different types of quantitative data analyses are described below:

Descriptive: One of the important analytic tasks of the evaluation will be to describe the youth who participate in HBI programs and the activities they experience. Examples of descriptive issues include the youth age at entry to the program, criminal history (e.g., incarceration) number of months/years youth receive services, background and family characteristics, and specific types and amounts of services received. Other data that will be described include the prevalence of mental health related measures such as depression, PTSD etc.

Many of the descriptive questions can be addressed with simple descriptive statistics. These tools provide descriptive information, in conjunction with standard errors to estimate their degree of precision.

Relational: Analyses also will focus on exploring relationships among various contexts, characteristics, practices, and outcomes. These relationships may need to be examined for a variety of subgroups defined by gender and the distinction between in-residence and out-placement, other demographic or community factors, and other factors. Simple and multiple correlation coefficients for continuous, dichotomous, and ordinal data allow investigation of relationships among variables in comparison with both statistical standards and the relative strength of specific relationships across subgroups.

Comparative: Comparative questions about participant characteristics and the will be addressed in this evaluation. Cross-tabulations with tests for statistical significance, such as chi-squares, and approaches like ANOVAs, and MANOVAs, will allow us to examine the differences between groups and whether those differences are statistically significant.

Longitudinal and cross-sectional: Cross-sectional and longitudinal analyses that examine changes experienced by the participants can both provide answers to questions about the extent to which the desired results are occurring. Change measures are especially important for these youth, who are actively involved in an intervention program. Repeated measures over time offer the opportunity to examine and explain growth and change in youth behaviors, and outcomes, as well as changes in factors that could influence them, such as variations in the mental health status, receipt of particular services or sense of community. With the use of repeated t-tests, ANOVAs, and MANOVAs, we will be able to measure whether changes over time are statistically significant.

Explanatory: A vital but also challenging purpose of the analysis approach will be to explain the contributions of individual factors and combinations of factors to variations in outcomes. Several statistical approaches will be used to identify the possible explanations for the presence (or lack) of positive results. We have used several statistical methods to support our explanatory analyses, and we expect to use these methods, as appropriate, to answer the evaluation questions included in this proposal and additional questions that emerge as the project progresses.

They include:

Multiple regressions: A linear combination of variables is used to predict and explain variation in a continuous dependent variable. This technique may be used to examine relationships between youth characteristics, services and outcomes.

Logistic regression: A linear combination of variables is used to predict and explain variation in a dichotomous dependent variable. This type of analysis may be used to help determine differences in the experiences of youth who participate in one type of service versus another type of service. For example, it could be used to compare male and female youth with respect to services received.

Survival/Event History Analysis: Event history analysis (also called survival analysis, duration analysis, or transition analysis) is an umbrella term for a set of procedures for time series analysis. In the modeling of time to event data, death or failure is considered an "event" in the literature. An example of time to event modeling could be the rate or time to which COUNTY-referred youth drops out of the HBI program or is rearrested or in the case of reentry, commits a crime again after they have been released. In this case, the 'event' of interest would be time to dropping out or committing a crime. Counting Process Theory is used to explain many concepts in event history analysis. The flexibility of a counting process is that it allows modeling multiple (or recurrent) events. This type of modeling fits very well in many situations (e.g. people can go to jail multiple times, addicts can start and stop using drugs multiple times).

Qualitative Data Analysis

Data from interviews, observations and document reviews will be organized into major themes, categories, and case examples. The most common strategy for analyzing qualitative data is constant-comparison, and this approach will be used in this study. Data analysis will be ongoing and iterative (nonlinear), interim analysis, and will continue for the duration of the study. Seidel (1998) developed a useful model to explain the basic process of qualitative data analysis. The model consists of 3 parts: Noticing, Collecting, and Thinking about interesting things. These parts are interlinked and cyclical. For example while thinking about things you notice further things and collect them. Seidel likens the process to solving a jigsaw puzzle. Noticing interesting things in the data and assigning codes to them, based on topic or theme, potentially breaks the data into fragments. Codes that have been applied to the data then act as sorting and collection devices. In addition to the interim analysis process, the lead qualitative researcher will engage in memoing (recording reflective notes about what is being learned from the data). Success case study findings will be compared to the findings from the larger qualitative case study yielding an additional cross-sectional comparison of the case study data.

Implications

The planned evaluation is critical for future COUNTY efforts in Probation and related departments. When completed, this evaluation research can ultimately lead to more sensitive and pragmatic policy development and practice. Research results can help in

the development and elaboration of individual, practice and contextual factors in anti-gang and re-entry programs. Additionally, these results will clarify the importance of Homeboy Industries as a COUNTY-wide and national best practice for intervention and re-entry.

CONTRACT DISCREPANCY REPORT

TO:

FROM:

DATES: **Prepared:** _____

Returned by Contractor: _____

Action Completed: _____

DISCREPANCY PROBLEMS: _____

Signature of County Representative

Date

CONTRACTOR RESPONSE (Cause and Corrective Action): _____

Signature of Contractor Representative

Date

COUNTY EVALUATION OF CONTRACTOR RESPONSE: _____

Signature of Contractor Representative

Date

COUNTY ACTIONS: _____

CONTRACTOR NOTIFIED OF ACTION:

County Representative's Signature and Date _____

Contractor Representative's Signature and Date _____

APPENDIX D

PERFORMANCE REQUIREMENTS SUMMARY CHART

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Exhibit A: Paragraph 2.9 – Qualifications of Personnel	Contractor shall notify the COUNTY in writing of any change in name or address of the Project Director as specified in Sub-paragraph 2.9.2	Inspection & Observation	\$50 per occurrence
Exhibit A: Paragraph 2.0 – Specific Tasks	Contractor to maintain all required documents as specified in Sub-paragraph 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 and 2.7	Inspection of Files	\$50 per occurrence
Contract: Paragraph 7 - Record Retention & Inspection	Contractor to maintain all required documents as specified in Paragraph 7	Inspection of Files	\$50 per occurrence
Contract: Paragraph 4 – Assignment and Subcontracting	Contractor shall obtain COUNTY's written approval prior to subcontracting any work	Inspection & Observation	\$100 per occurrence; possible termination for default of contract
Exhibit A: Sub-paragraph 2.8 - Additional Requirements	Contractor's representative to attend monthly meeting	Attendance	\$50 per occurrence
Exhibit A: Sub-paragraph 4.1 Performance Evaluation Meetings	Contractor's representative to attend regular performance evaluation meetings or as required by COUNTY	Attendance	\$50 per occurrence